Volunteer Position Description

**Title**  
Sustainability Committee Member

**Importance of the position to the Franciscan Renewal Center**

Members of this committee are responsible for oversight, planning, ongoing philanthropic cultivation and fundraising goals and activities of the FRC. They also review and assess the policies, approach, and organization for major endowment and capital fundraising programs.

**Responsible to**  
Chair of the Sustainability Committee

**Definition of Duties**

- Act as a role model and exemplify Franciscan spirituality
- Participate in the implementation of the Benevon Cultivation and Fund Development Model
- Attend Benevon training
- Participate in coaching calls
- Invite at least 10 to 15 people to a Discover the Vision
  
*Each member is expected to lead one of these project areas:

- **Ambassadors**
  o See full position description
- **RENEWING LIVES Breakfast**
  o See full position description
- **Gratitude**
  o See full position description
- **Planned Giving**
  o Manage the creation and implementation of a Planned Giving program including the planned gift methodology policies and procedures
- **Donor Engagement**
  o Participate in creating cultivation plans for donor candidates.

- Consider making on-going personal financial gifts to support the needs of the institution and participate in board supported leadership campaigns (annual pledge – weekly offering, Renewing Lives; end of year; Capital)

**Length of Commitment**

2 years – renewable

**Time Required**

Monthly meeting of 1.5 hrs
Variable requirements depending on tasks but can be several hours per week
Franciscan Renewal Center

Qualifications
Skills and experience in the following areas is helpful:

- Fundraising
- Event planning and implementation
- Endowment development expertise
- Casa and community contacts
- Good communication skills
- Diocesan Safe Environment Certification

Training Provided

- Mentor
- Benevon Model training and coaching
- FRC and Committee Orientations
- Retreats with Board
- Diocesan Safe Environment Training

Evaluation

Mutual evaluation in July